



CESO is a leading economic development organization dedicated to sustainably reducing poverty and fostering economic growth in Canada and globally. Our Volunteer Advisors (VAs) are senior-level professionals and executives who are interested in sharing their knowledge and expertise in meaningful ways.

## **Research Coordinator**

Reporting directly to the Client Relations Manager, the Research Coordinator, National Services, will serve as a support resource to CESO's National Program team. The Research Coordinator must enjoy working within a small, entrepreneurial environment that is mission-driven and results-oriented. This position will support the National Department in research of new opportunities for the organization to grow both in programming and profile. Key responsibilities will include preparing correspondence, reports, presentations, agendas, event briefings, research, transcribing minutes, managing schedules. Additionally, the Research Coordinator must have the ability to set goals and prioritize, exercise good judgment, work under pressure, make sound decisions, handle confidential matters with discretion, and communicate effectively. This position is based in Toronto.

### **NATIONAL TEAM SUPPORT**

- Leads special projects essential to deepening CESO's national programs and profile
- Manages an extremely active calendar (i.e. appointments, meetings, public events and speaking engagements) ensuring it is up-to-date and respected
- Arranges detailed travel itineraries, prepares agendas, and organizes support documentation for conferences and events
- Answers phones, general emails/mail and responds accordingly
- Drafts specialized correspondence, reports, presentations, agendas, etc.
- Researches and provides detailed briefing documents for the National Program related to internal / external meetings, public events and speaking engagements
- Supports National program recruitment
- Engages in supporting National program project cycle when required
- Performs other administrative duties related to special projects

### **NATIONAL TEAM LIAISON**

- Collaborates with the National Team and other teams within CESO
- Participates as a member of the National Program team including assisting in scheduling, attending and taking / distributing minutes of the meetings
- Assists in coordinating the agenda for team meetings

### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Successful completion of a post-secondary education or 1-2 years relevant work experience
- Excellent oral and written communication skills
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Board members, external partners and potential donors
- Friendly and confident phone manner
- Ability to work independently, take direction and follow instructions
- Strong organizational and time management skills
- Able to work effectively under pressure with tight deadlines
- Project Management skills an asset

- Able to exercise discretion in dealing with sensitive or confidential matters
- Strong attention to detail and aptitude for working with different computer programs and researching data

**IMPORTANT: To be considered for this position, candidates must be registered with MIZIWE BIIK Aboriginal Employment and Training.**

To apply, please forward your resume and cover letter with **Research Coordinator** in the subject line to:  
Jennifer Rovet, Recruitment Manager  
[jrovet@ceso-saco.com](mailto:jrovet@ceso-saco.com)

**Application deadline: March 30<sup>th</sup>, 2018**

CESO is an equal opportunity employer.  
We appreciate the interest of all applicants, but only those selected for an interview will be contacted.